

**MEMORANDUM CIRCULAR**

NO. 27

Series of 2003

**SUBJECT: Supplemental Guidelines on Administrative Order No. 185:  
Application for Study Leave and Two-Half Days Off**

**OBJECTIVE:**

This guideline intends to provide procedure for the implementation of Administrative Order No. 185, specifically, the application for study leave and two-half days off.

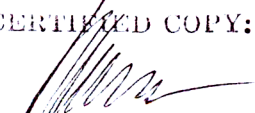
**PROCEDURES:**

1. Employee seeks approval/endorsement from the Head of Bureau/Service/Unit (HOBSU).
2. Endorsement should include documents required under A.O. No. 185 and the work arrangement between the Office and the applicant.
3. Personnel Development Committee (PDC) deliberates on the endorsement of HOBSU.
4. Secretariat drafts resolution based on the results of the deliberation, to be signed by the PDC members.
5. PDC submits the results of the deliberation/resolution to the Secretary or his/her duly designated official for approval.
6. Secretariat informs the HOBSU about the approval/disapproval of PDC resolution copy furnished the employee.
7. Upon receipt, the employees coordinates with CPDD: (a) for an orientation on the employee's contract; (b) contract signing; (c) issuance of Special Order.
8. CPDD prepares Special Order for signature of the approving authority.
9. Employee to inform the CPDD about the completion/non-completion of the grant.
10. Employee to submit progress report on the availment of grant.

Please be guided accordingly.

  
**LUWALHATI F. PABLO**  
Undersecretary 

A CERTIFIED COPY:

  
**RENATO F. GILERA**  
Records Officer III